



Updating Contact Information on Parent Portal

Welcome to a new school year! Spring Lake Park Schools uses a variety of methods to communicate with our families concerning your child's education. It is important that we have current contact information to provide you with school communications and notices, and to have a way to get a hold of you in the event of an emergency or school closing. With the start of another school year, it is important for all parents and guardians to update student and family contact information that is included in the Infinite Campus Parent Portal system.

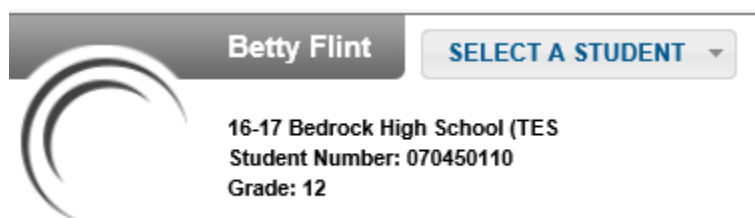
All parents have a Parent Portal Account. Below are steps to submit a request to have your contact information updated.

Please take a moment and login to the Parent Portal and review and, if necessary, update your child's information. The link to the Parent Portal is provided below.

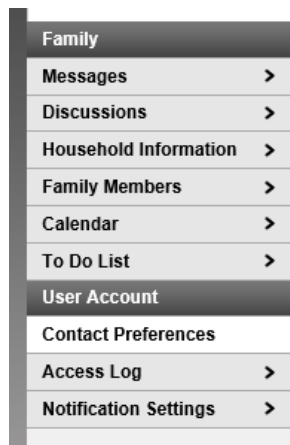
If you need help logging in, contact the district's Technology Service department at techsupport@district16.org

Login to Parent Portal <https://campus.springlakeparkschools.org>

If your family has more than one student enrolled in Spring Lake Park Schools, select the student's name at the top of the screen. Make sure to update the information for all students in your family.



Navigation tabs are on the left.



To request an update of student demographic information click on the Demographic Tab, and then click on Update. You can also add a Non-Household contact on this screen, an example would be an emergency contact.

Demographics

Please review the information that we have on file for your student. You can request a change by able to enter a request to update the information. The district office will review the request and ap the status of your request in your message inbox.

If you see something that is incorrect and you are unable to submit the change online you can help you with the changes.

Betty Flint

Personal Information

Legal Name:	Betty Flint	Date of Birth:
Gender:	F	Hispanic/Latino:
		Race(s):

Non-Household Contacts

Add Contact for Betty Flint

* Denotes Required Field

* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>
* Gender:	<input type="text"/>	Email Address:	<input type="text"/>
Cell Phone :	<input type="text"/>	Secondary Email Address:	<input type="text"/>
Work Phone :	<input type="text"/>	Other Phone :	<input type="text"/>
Contact Order:	<input type="text"/>		

* Relationship between this person and Betty :

Is this person a Legal Guardian to Betty?

Comments:

Select Emergency/Emergency as the relationship.

Click on the Household Information tab to update information on your household. Please note that you cannot update your address information. You must contact the enrollment office at 763-600-5018 to update this information as we need to have proof of residency information on file. You can request a home phone update from this screen.

Household Information

Please review the information that we have on file for your household. You can request a change by able to enter a request to update the information. The district office will review the request and ap the status of your request in your message inbox.

If you see something that is incorrect and you are unable to submit the change online you can help you with the changes.

Household: Flint Test Family

Household Phone Number

(763)123-4567

Household Address

Primary Address
1234 BEDROCK ST
BEDROCK, MN 55433
Mailing: Yes

Family members that live in the household can be updated on the Family Member tab.

Family Members

Please review the information that we have on file for your family. You can request a change by clicking on the change request button. You will be able to enter a request to update the information. The district office will review the request and approve or deny the changes. You will receive notifications of the status of your request in your message inbox.

If you see something that is incorrect and you are unable to submit the change online you can call our enrollment office at 763-600-5018 help you with the changes.

Household: Flint Test Family
Fred Flint
Cell Phone : (763)795-5911 Email : 23FFlint@mypanthers.org
Work Phone : Secondary Email : test@district16.org
Other Phone : (763)795-5912

Fred's Relationships

Name	Relationship with Fred	Contact Order	Guardian	
Wilma Flint	Wife/Husband		Yes	<input type="button" value="Update"/>
Pebbles Flint	Daughter/Father		Yes	<input type="button" value="Update"/>
Dino Flint	Sister/Father		Yes	<input type="button" value="Update"/>
Betty Flint	Friend/Friend		Yes	<input type="button" value="Update"/>
Barney Flint	Friend/Friend		Yes	<input type="button" value="Update"/>
BamBam Flint	Father/Son		No	<input type="button" value="Update"/>

Wilma Flint
Cell Phone : (555)555-5555 Email :
Work Phone : Secondary Email :
Other Phone : (763)795-5911

Click on Update to update any of the household information.

Update Contact - Fred Flint
* First Name: Fred
* Last Name: Flint
Middle Name: Suffix:
* Gender: Male Email Address: 23FFlint@mypanthers.org
Cell Phone : (763) 795 - 5911 Secondary Email Address: test@district16.org
Work Phone : () - - Other Phone : (763) 795 - 5912
Comments:

Send Update will submit your request to the enrollment office where it will be approved or denied. You will receive a message in your Parent Portal message box when the information has been updated. If you need to add or remove contact information from your household you will need to contact the enrollment office at 763-600-5018.

Inbox - 200 messages

X	Date	Subject
X	08/03/2016	Test Message 2 (1000-1)
X	01/14/2015	Woodcrest Weekly Newsletter - Jan. 14

To update your contact information, click on the Contact Preferences tab.

Message Contact Preferences

Email Address: x

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive message.

You may select to receive a message on more than one device.

To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

* You must be a household guardian to edit the household phone preferences.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
*Household Phone (763)123-4567	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (763)123-1234	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone (555)555-5555	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You can update your email address and how you would like to be contacted with our various message systems. You have options to configure your home phone, cell phone, email address etc. from this screen for the various options. Emergency, Attendance, Behavior and Notification settings. We recommend that you keep the emergency boxes checked so our automatic systems can contact you, when necessary.

Click on Save after updating the information.

If you see something that is incorrect and you are unable to submit the change online, call our enrollment office at 763-600-5018 and they can help you with the changes.